

NOTE: READ CAREFULLY – This is a **SAMPLE** application for Project Restore. *This document is for reference **ONLY** and may be subject to change. The application is scheduled to open on September 8 and all applications must be completed and submitted through the online application system.*

Maryland Department of Housing and Community Development (DHCD)
PROJECT RESTORE APPLICATION

The system WILL NOT allow more than one application to be submitted by an applicant.

By completing this application, you certify that the statements and answers within are true and accurate to the best of your knowledge and that you are authorized to apply for these funds on behalf of the applicant.

Applicants will be responsible to comply with any State or federal reporting requirements related to Project Restore. Additionally, DHCD may be required to disclose information about Project Restore applicants and awardees to the Board of Public Works and the Maryland General Assembly and may desire to disclose such information to other State officials or their staff, local government officials or their staff, and other lenders and funding sources. DHCD is also required to disclose information in response to a request for information made pursuant to §4-101 *et seq.* of the Public Information Act of the General Provisions Article, Annotated Code of Maryland.

Using this application the applicant, if eligible, can apply for BOTH of the funding opportunities available through Project Restore: the Rental Assistance Grant and the Business Operations Grant.

1) APPLICANT INFORMATION:

Business Legal Name:

NOTE: READ CAREFULLY: *Your business's legal name, needs to be typed in as it appears on your Certificate of Good Standing with the Maryland Department of Assessment and Taxation (SDAT) However, only capitalize the first letter of each word unless your official name includes more capitalization. Also, please use the exact spelling of such suffixes as Inc. or Incorporation and use exact abbreviation and punctuation as used in the SDAT Certificate of Good Standing. Being attentive to this will ensure faster processing of your application (For More Information: <https://egov.maryland.gov/BusinessExpress/EntitySearch>)*

Evidence of Good Standing with the Maryland State Department of Assessments and Taxation

**Upload a DATED screen shot indicating Good Standing Status–
Date Shown Must NOT be older than September 1, 2021**
<<UPLOAD>>

Upload a screen shot from the Maryland State Department of Assessments and Taxation (SDAT) website showing the applicant's good standing status. You **do not** need to purchase an official Certificate of Good Standing (CGS). The uploaded screen shot, or if you already have a purchased official CGS, **must show a date not older than September 1, 2021.**

Trade Name:

Federal ID #:

NOTE: READ CAREFULLY: *This Federal ID# MUST be the same as listed on the W-9 submitted with this application. Please carefully review and ensure that these items are correct before submitting.*

IRS W-9 Taxpayer Identification Number and Certification

NOTE: READ CAREFULLY: *The business name on your W-9 must be your business's legal name exactly as it appears on your Certificate of Good Standing with the Maryland Department of Assessment and Taxation (SDAT). In addition, the Federal ID# and mailing address on the W-9 must be the same as the one you provide in this application. Please carefully review and ensure that these items are correct before submitting. **Being attentive to this will ensure faster processing of your application***

Upload a copy of your SIGNED and DATED W-9
<<UPLOAD>>

Mailing Address:

NOTE: READ CAREFULLY: *This mailing address MUST be the same as listed on the W-9 submitted with this application. Please carefully review and ensure that these items are correct before submitting.*

Street:
City:
State:
Zip:
County:

Web Address:

Contact Information: Please provide the primary contact for this application.

Name:

Title:

Phone:

Cell Phone:

Email Address:

What is your official mission statement and/or business purpose: (500 characters)

NOTE: READ CAREFULLY: *Businesses that have the following as their principal purpose are **NOT ELIGIBLE** to apply (1) Adult bookstore, adult video shop, or other adult entertainment facility; (2) Check cashing facility; (3) Gambling facility; (4) Gun shop; (5) Liquor store; (6) Massage parlor; (7) Pawn shop; (8) Tanning salon; or (9) Tattoo parlor.*

2) FINANCIALS:

Which best describes your business? (choose one)

_____ **Existing Business:** in business/operating on or before December 31, 2020

_____ **New Business:** in operation and/or founded on or after January 1, 2021

If the applicant is an EXISTING business the system will prompt you to upload 2019 and 2020 Profit and Loss Statements

Please upload a copy of your 2019 Profit & Loss Statement.

Upload your 2019 Profit & Loss Statement

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Please upload a copy of your 2020 Profit & Loss Statement.

Upload your 2020 Profit & Loss Statement

<<UPLOAD>>

If the applicant is a NEW business system will prompt you to upload a business plan and proforma

Please upload a copy of your Business Plan and Proforma.

Upload your Business Plan and Proforma

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Please provide (a) a brief description of the business and (b) the financial ability to start or continue operations. (3,000 characters)

3) VACANT PROPERTY INFORMATION:

In this section you will need to provide information about the vacant property you will occupy and determine if the property is located in a Tier 1 Area, designated Opportunity Zone and/or state designated Main Street Maryland community. In order to apply for the Rental Assistance Grant and/or the Business Operations Grant the applicant must open or expand in a retail or commercial space that has been vacant at least 6 months prior to the date this application is submitted.

Is the vacant property located in one of the following Tier 1 Area counties: (choose one)

☐ Allegany County
☐ Baltimore City
☐ Baltimore County
☐ Caroline County
☐ Cecil County
☐ Dorchester County
☐ Garrett County
☐ Kent County

☐ Prince George's County
☐ Somerset County
☐ Washington County
☐ Wicomico County
☐ Worcester County

☐ The vacant property is not located in one of the Tier I Area counties listed

Vacant Property Address:

Street:
City:
State:
Zip:
County:

Is the vacant property located in a state designated Opportunity Zone?

☐ Yes ☐ No

NOTE: READ CAREFULLY: *You can determine if the vacant property is located in an Opportunity Zone by entering the address at:*

<https://maryland.maps.arcgis.com/apps/webappviewer/index.html?id=1cc479d2dc3948239f0c47bda8b6967e>

Is the vacant property located in a State designated Main Street Maryland community?

_____Yes _____No

NOTE: READ CAREFULLY: *You can determine if the vacant property is located in a Main Street Maryland community by entering the address at:*

<https://portal.dhcd.state.md.us/GIS/revitalize/index.html>

The applicant must provide a fully executed letter of intent OR a fully executed lease agreement, dated on or after July 1, 2021.

NOTE: READ CAREFULLY: *If awarded funds, the applicant must provide a signed lease agreement prior to executing a grant agreement and receiving any funds.*

**Upload your signed and dated Letter of Intent OR
Lease Agreement executed on or after July 1, 2021**

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4) LANDLORD INFORMATION:

Please provide the following information for the applicant's landlord for the vacant property it will occupy.

Legal Name:

NOTE: READ CAREFULLY: *The landlord's legal name needs to be typed in as it appears in with the Maryland State Department of Assessment and Taxation (SDAT) However, only capitalize the first letter of each word unless the legal name includes more capitalization. Also, please use the exact spelling of such suffixes as Inc. or Incorporation and use exact abbreviation and punctuation as used in the SDAT Certificate of Good Standing. **Being attentive to this will ensure faster processing of your application** (For More Information:
<https://egov.maryland.gov/BusinessExpress/EntitySearch>)*

Landlord Evidence of Good Standing: State of Maryland Department of Assessments and Taxation

Upload a DATED screen shot indicating the Landlord's Good Standing Status–

Date Shown Must NOT be older than September 1, 2021

<<UPLOAD>>

Upload a **screen shot** from the Maryland State Department of Assessments and Taxation (SDAT) website showing the landlord's good standing status. You **do not** need to purchase an official Certificate of Good Standing (CGS). The uploaded screen shot, or if the landlord already has a purchased official CGS, **must show a date not older than September 1, 2021.**

Trade Name:

Federal ID #:

NOTE: READ CAREFULLY: *This Federal ID# MUST be the same as listed on the landlord's W-9 submitted with this application. Please carefully review and ensure that these items are correct before submitting.*

IRS W-9 Taxpayer Identification Number and Certification

NOTE: READ CAREFULLY: *The landlord's name on its W-9 must be the legal name exactly as it appears on the Certificate of Good Standing with the Maryland Department of Assessment and Taxation (SDAT). In addition, the Federal ID# and mailing address on the W-9 must be the same as the one you provide for the landlord in this application. Please carefully review and ensure that these items are correct before submitting. **Being attentive to this will ensure faster processing of your application***

Upload a copy of your Landlord's SIGNED and DATED W-9

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Mailing Address:

NOTE: READ CAREFULLY: *This mailing address MUST be the same as listed on the W-9 submitted with this application. Please carefully review and ensure that these items are correct before submitting.*

Street:

City:

State:

Zip:

County:

Web Address:

Landlord Contact Information: Please provide the primary contact for the landlord of the vacant property the applicant will occupy.

Name:

Title:

Phone:

Cell Phone:

Email Address:

Signed and Dated Project Restore Landlord agreement

Upload a copy of your Landlord's signed and dated Project Restore Landlord agreement

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NOTE: READ CAREFULLY: *The Project Restore Landlord agreement is available for download from the DHCD website at: <https://dhcd.maryland.gov/Pages/ProjectRestore/default.aspx>*

5) GRANT REQUEST:

Project Restore provides applicants with two grant opportunities for businesses that plan on opening or expanding into previously vacant spaces:

Rental Assistance Grant: The maximum grant request amount is \$30,000 for rent for one year (rental payment up to \$2,500 per month) for qualified small business with 50 or fewer employees (full time equivalents). Applicant's monthly rent can exceed \$2,500, but the maximum that will be paid to the applicant's landlord by the Rental Assistance Grant will be \$2,500 per month for one year.

Business Operations Grant: The maximum grant award amount is \$250,000 for one or two years, based on the location of the vacant property, for businesses that generate sales and use tax. Grant funds can be used for activities and costs related to sustaining and growing the business such as staff costs, capital improvements, marketing, inventory and supplies, utilities and the like and cannot be used for executive salaries or bonuses. Grant awards will be paid quarterly and will be based on sales and use tax generated by and submitted to the state in Calendar Year 2022.

What grant funding are you requesting: (choose one)

----- **Rental Assistance Grant**

----- **Business Operations Grant**

_____ **Both Grants**

If the applicant selects RENTAL ASSISTANCE GRANT or BOTH GRANTS the system will prompt you to answer the following question

How many employees (full-time equivalent) does the applicant have as of September 1, 2021?

NOTE: Only businesses with 50 or fewer employees are eligible for the Rental Assistance Grant. If you have more than 50 employees AND pay Sales and Use Tax to the State you CAN apply for a Business Operations Grant

Rental Assistance Grant

The maximum grant request amount is \$30,000 for one year (rental payment up to \$2,500 per month).

What is the total amount of the monthly rent for the vacant property the applicant will occupy

\$_____ *Applicant's monthly rent can exceed \$2,500, but the maximum that will be paid by the Rental Assistance Grant will be \$2,500 per month.*

What is the total amount of your Rental Assistance Grant request? \$_____

If the applicant selects BUSINESS OPERATIONS GRANT or BOTH GRANTS and the EMPLOYEE number is 50 or fewer the system will prompt you to answer the following questions

Business Operations Grant

Does the applicant existing business or new business expect to pay Sales and Use Tax to the State of Maryland this year or next year?

_____ Yes _____ No

If the applicant selects NO, they are NOT eligible to apply for the Business Operations Grant. *Only businesses that pay Sales and Use Tax to the State of Maryland are eligible to apply for the Business Operations Grant.*

If the applicant selects YES the system will prompt you for to provide the following information and uploads

Please provide the following dollar amounts:

Actual total amount of Sales and Use Tax paid for Calendar Year 2019

\$ _____

Calendar Year 2019 Sales and Use Tax Paid

**Upload documentation of the Sales and Use Tax paid
to the Comptroller of Maryland for Calendar Year 2019**

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Actual total amount of Sales and Use Tax paid for Calendar Year 2020

\$ _____

Calendar Year 2020 Sales and Use Tax Paid

**Upload documentation of the Sales and Use Tax paid
to the Comptroller of Maryland for Calendar Year 2020**

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Estimated total amount of Sales and Use Tax to be paid for Calendar Year 2021

\$ _____

Estimated Calendar Year 2021 Sales and Use Tax To Be Paid

**Upload documentation for the estimated Sales and Use Tax
to be paid to the Comptroller of Maryland for Calendar Year 2021**

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Estimated total amount of Sales and Use Tax to be paid for Calendar Year 2022

\$_____

Estimated Calendar Year 2022 Sales and Use Tax To Be Paid

**Upload documentation for the estimated Sales and Use Tax
to be paid to the Comptroller of Maryland beginning January 1, 2022**

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NOTE: READ CAREFULLY: *Award amounts will be based on whichever is greater the applicant's actual Sales and Use Tax for CY2019 or estimated amount for 2022. However, grant payments will be based on actual sales and use tax paid to the state beginning January 1, 2022. Payments will be made to the applicant on a quarterly basis, after the Comptroller's Office has received the sales and use tax submitted to them by the applicant.*

DHCD Email Opt-in

☐ Opt-in for email communication and updates from The Maryland Department of Housing and Community Development.